

## **Instructions for Filing a Motion for Late Notice of Appeal or Motion for Class Action Certification**

Log in to eFiling and choose 'File a New Case'.

### **Enter Case Information**

Enter Court Location: Western Appellate  
Enter Case Category: Appeal  
Enter appropriate Case Type: e.g. Civil, Criminal, Post Conviction  
Enter Style of Case: Use caption from Judgment  
Enter Attorney Reference: Use Missouri Bar Number

### **Enter Filing Fees**

Choose Fee Waived/Not Required

Filing Fee is not required until motion is sustained and Notice of Appeal is filed.

If you know that your documents will exceed the 21.0 MB limit, explain in the Notes section. Attach at least, your main motion and certificate of service in initial submission.

Click Continue.

### **Enter Party Information**

Enter Party Type: Appellant  
Enter Last Name:  
Enter First Name:  
Enter Middle Initial:  
Enter Suffix: optional  
Enter SSN/EIN: optional if not reasonably available  
Enter Date of Birth: optional  
Enter Gender: optional  
Enter Address:  
Enter City:  
Enter State:  
Enter Zip Code:  
Enter Phone Number optional  
Enter Email optional

Click Add New Party.

Enter additional Appellants. When all Appellants have been entered, enter all Respondents. When all Respondents have been entered, add New Party to Case as Attorney for Respondent. If you are asked for Attorney Reference Number – use Missouri Bar Number.

Click Continue.

### **Filing on Behalf of:**

Click the appropriate party for filing on behalf of. You can choose from the boxes for entire groups, or you can choose from list of selected parties.

Click Add.

## **Add Documents**

Enter Document Category: Filing – Other

Enter Document Type: Late Notice of Appeal or Apply for Class Action Certification.

Browse to the location where the document is stored on your computer or network.

Enter the Document Title: e.g. Motion for Late Notice of Appeal.

Click Add.

If you have an attachment to the primary document, browse to the location and enter document title: e.g. Motion to Proceed in Forma Pauperis.

Click Add.

When all documents have been attached click Continue.

File the documents in the following order:

1. Motion for Late Notice of Appeal or Motion for Class Action Certification
2. Copy of Judgment
3. Suggestions in Support, if applicable and not included in motion.
4. Motion to Proceed in Forma Pauperis, if applicable.

If your attachments exceed the 21.0 MB limit, do not send additional documents as a new case. When initial filing has been accepted and a case number has been assigned you can submit additional documents “On Existing Case”.

## **Review Case Filing**

If case information is correct, click Continue.

If case information is not correct, make corrections.

## **Payment Information**

You should have chosen Fee Waived/Not Required so you should not have to enter information in this section.

## **Payment Verification/Submission**

Click the Submit button to send your filing through the eFiling system.

## **New Case Filing Confirmation**

Filing confirmation screen can be printed for your records. Filer will also receive a confirmation e-mail from the Missouri Courts E-Filing System when the submission has been accepted by the Court.